

**WEST HARTFORD-BLOOMFIELD HEALTH DISTRICT  
BOARD MEETING MINUTES  
WEDNESDAY, NOVEMBER 13, 2019 AT 9:00 A.M.  
580 COTTAGE GROVE ROAD, SUITE 100  
BLOOMFIELD, CONNECTICUT 06002**

CALL TO ORDER 9:00 A.M.

Members Present: Matt Hart, Scott Aronson, Robert Smith, Paula Walek, Phyllis Hyman, Tanya Barrett. WHBHD Staff: Steve Huleatt, Aimee Krauss, Suzette Brown and Eileen Kehl.

**APPROVAL OF MINUTES OF THE OCTOBER 10, 2019 BOARD MEETING**

Chairman Hart asked for a motion to approve the minutes of the October 10, 2019 Board Meeting. Member Walek identified a typographical correction. A motion was made by Member Walek and seconded by Member Aronson to approve the minutes with the correction. The motion passed unanimously.

**CHAIRPERSON'S REPORT**

Chairman Hart reported on the transition planning for Director Huleatt's retirement. Chairman Hart stated the items that are on the agenda for today's meeting.

**DIRECTOR'S REPORT**

Director Huleatt introduced the Access Health CT staff assigned to the WHBHD to assist with enrollment. Director Huleatt invited them to inform the Board on the enrollment initiative. Chairman Hart allowed for questions from the Board members.

Director Huleatt informed the Board that the Connecticut Department of Public Health Preventive Services Block Grant will be a three-year contract in the amount of \$66,000. The Health District's diabetes program is covered by this grant. The Grant contract is expected to be received soon.

Director Huleatt provided a report of the recent joint full-scale exercise with the Farmington Valley Health District. Member Aronson participated in the exercise and informed the Board that the exercise was well-organized and well run.

**FINANCIAL REPORT**

Chairman Hart asked for the presentation of the financial report. Ms. Brown presented the year-to-date financial report. The Board asked questions regarding the format of the financial report. Director Huleatt informed the Board that the financial report uses a 12-month fiscal year and the year-to-date presentation to capture the position to the total fiscal year budget. The report shows the current financial position relationship to the approved year-end budget. Member Hyman

made a motion to accept the financial report. Member Aronson seconded the motion. The motion passed unanimously.

AUTHORIZATION FOR AIMEE KRAUSS IN HER CAPACITY AS ACTING DIRECTOR OF HEALTH TO MAKE, EXECUTE, AND APPROVE ON BEHALF OF THE WEST HARTFORD-BLOOMFIELD HEALTH DISTRICT, ANY AND ALL CONTRACTS RELEVANT TO THE WEST HARTFORD-BLOOMFIELD HEALTH DISTRICT OR OTHER INSTRUMENTS OR INCIDENTS TO SUCH CONTRACTS UNTIL SUCH TIME AS A DIRECTOR OF HEALTH IS APPOINTED.

Director Huleatt stated that there are many contracts and agreements in place. Not all of the contracts and agreements are renewed annually. Director Huleatt suggested the Board provide a broad authorization to capture any such contract or agreement. Director Huleatt noted that the language in the authorization is similar to language used by the Town Council of Bloomfield, following the appointment of Robert Smith as the new Town Manager. Member Walek made a motion to authorize Aimee Krauss as Acting Director of Health to make, execute and approve contracts or other instruments or incidents until a Director of Health is appointed. Member Aronson seconded the motion and the motion passed unanimously.

#### OFFICE LEASE UPDATE

Member Aronson stated he met with Ms. Krauss and Director Huleatt to review the pros and cons of the current office space. It was reported the need is to find a space that will serve the program needs of the health district for the next lease period. That could be in this space or it could be in a new space.

AUTHORIZATION FOR THE ACTING DIRECTOR OF HEALTH TO EXECUTE AN AGREEMENT TO ENGAGE THE SERVICES OF CUSHMAN WAKEFIELD TO IDENTIFY OFFICE SPACE.

Chairman Hart expressed the need to be expedient in our negotiations for an office space lease. Chairman Hart informed the Board we have received a service agreement from Cushman Wakefield to be the District's agent. The agreement has been reviewed by legal counsel. Member Walek made a motion to authorize the Acting Director of Health to execute an agreement to engage the services of Cushman Wakefield pending legal counsel's review of the response for revision and clarification of the initial document. Member Aronson seconded the motion. The motion was passed unanimously with Member Barrett abstaining.

## UPDATE ON THE RECRUITMENT STRATEGY TO FILL THE POSITION OF DIRECTOR OF HEALTH

Chairman Hart presented a draft Request for Qualification document for a professional recruitment service to be engaged to search for a Director of Health. A general discussion followed on the expectations of the Board for the successful selection of a professional recruitment service. Chairman Hart stated that the cost will also need to be a consideration in any final selection of a service provider. A motion was made by Member Walek to approve the RFQ document for distribution. Member Aronson seconded the motion and the motion passed unanimously.

## PRESENTATION OF THE WHBHD FISCAL YEAR 2020 – 2021 DRAFT BUDGET

Director Huleatt presented a draft fiscal year 2020-2021 budget. Director Huleatt explained this budget does not require any action at this time. The draft is for Ms. Krauss and the Board to develop into a final proposal. The final proposed budget must go through a public hearing. Two weeks' notice must be provided for the public hearing. The Health District has historically held the public hearing in late February. The proposed budget is placed upon the March Board Meeting agenda for action.

## OTHER BUSINESS

None

## ADJOURNMENT

11:09 A.M.

Reminder Next Board Meeting December 11, 2019